Mary Mendoza

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Education

California State University, Sacramento   **Sacramento, CA**

B.S in Computer Science   Expected Graduation Date: May 2022

- **Activities:** Current Communications Executive for the Society of Hispanic Professional Engineers (SHPE), Member of Region 1 SHPEtinas Leadership Team, and Member of the Society of Women Engineers (SWE)

Skills

- **Technical Skills:** Proficient with Java, JavaScript, C, HTML/CSS, Assembly (x86), Unix, Eclipse IDE. Prior experience in Python, Verilog, REST API, and JSON
- **Soft Skills:** Leadership, Problem Solving, Effective Communication, Team Player, Adaptable
- **Miscellaneous:** Experience with SalesForce, Google Suite, Microsoft Office, Agile, Scrum

Projects & Activities

Google Software Product Sprint   **Virtual**

Participant   Feb 2021 - Present

- Created portfolio website using HTML, CSS, and Javascript on the Google Cloud Shell Editor

STEMPower   **Virtual**

STEM Tutor   Aug 2020 - Present

- Tutor students weekly via Zoom in subjects such as AP Calculus AB, AP Computer Science Principles, IB Math Applications, and AP Computer Science A

Robotics   **Los Altos, CA**

Member of Class & Club   Aug 2018 - Nov 2018

- Assisted in designing VEX robot to move and intake a ball and place it down in goal zone
- Debugged C based Vex code for robot intake

Professional Experience

Fair Political Practices Commission   **Sacramento, CA**

Information Technology Student Assistant   October 2020 - Present

- Resolved 5 -10 help desk tickets daily submitted by staff and helped them through email or Zoom
- Assisted in setting up live stream for virtual commission and policy meetings and managed live comments on the website
- Maintained intranet website using WordPress
- Worked on special projects with IT team, such as reimaging and deploying 50+ laptops and showing staff how to use them
- Maintained list of active staff and equipment inventory using SharePoint

Burger Patch   **Sacramento, CA**

Patch Experience Specialist   May 2020 - Present

- Took over 30 orders a day on POS computer system, both in person and over the phone, and assisted with handing out orders
- Inputted over 50 online orders into POS system a day, while simultaneously making over 50 shakes
- Communicated with back of house to ensure correctness of food orders and bagged orders with the appropriate utensils

Target   **San Jose, CA**

Style Consultant   May 2019 - Aug 2019

- Achieved daily sales goals over 90% of the time by helping guests in finding items and designing outfits
- Developed displays and transferred new apparel onto the sales floor weekly

Tesla   **Fremont, CA**

Temporary Order Operations Coordinator   Dec 2018 - Jan 2019

- Processed over 30 credit card payments a day and tracked them manually using Excel
- Used SalesForce to record information and ensure quality of data for up to 200 car deliveries daily
- Resolved inquires from sales and delivery teams regarding issues such as car configurations and ACH payments
- Assisted specialists with administrative requests and special projects such as processing overpayments